



Hourly Employee Work Log

The guidelines of the Affordable Care Act require employers to have a log of work hours for each part time or hourly employee. Please fill out the date and time in and time out for each of your scheduled workdays, sign and turn in your Work Log to your supervisor. If you are absent mark the appropriate column. **Work Logs should be turned in on the last day of each month.**

Employee Name _____

Date	Time In	Time Out	Absent	Total Work Hours Per day

Employee Signature and Date _____

Principal Signature and Date _____